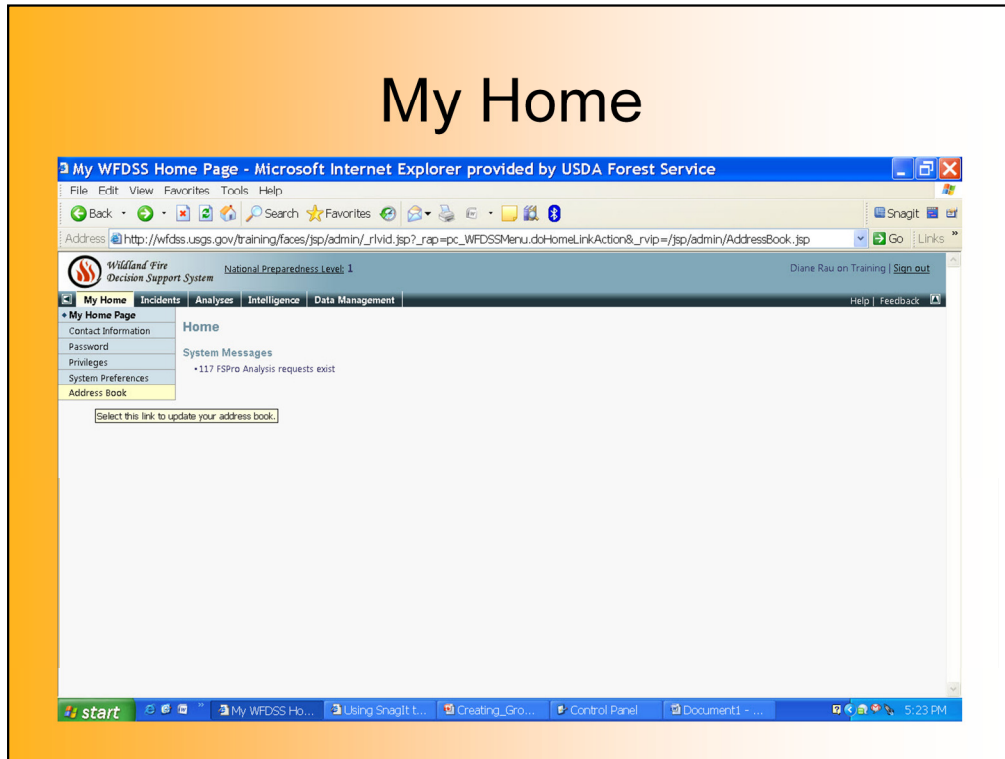




## **Benefits of Creating Groups in Address Book**

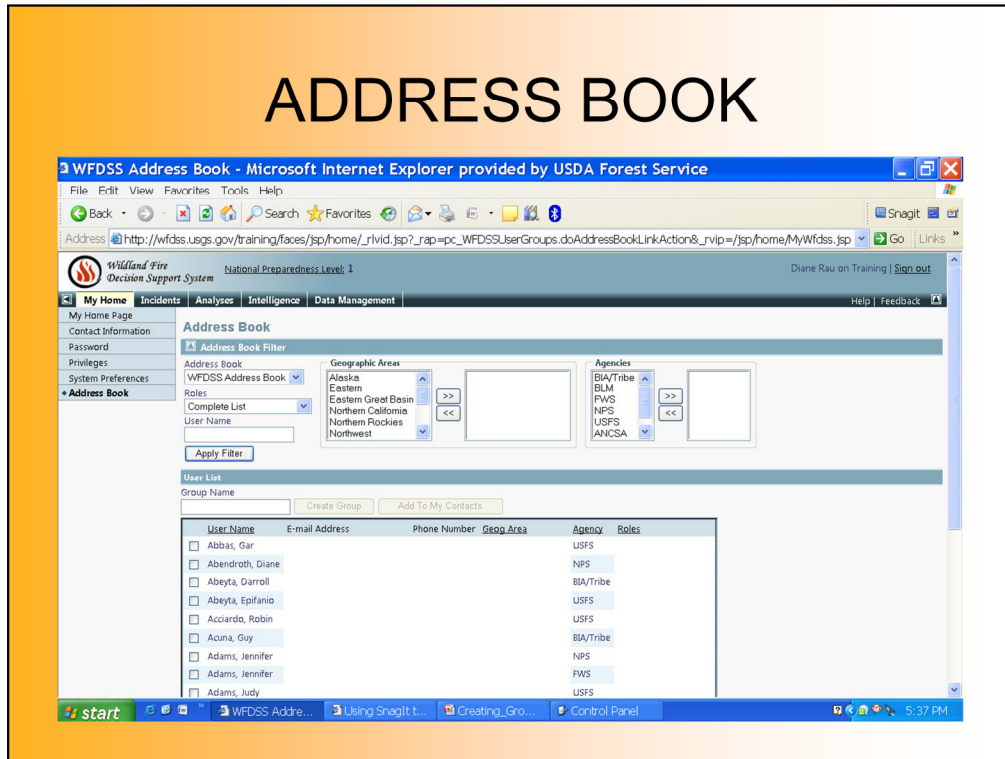
- Eliminates one person needing to be available 24/7 for an incident (you can take your R&R)
- Allows members of the group to access the incident to:
  - Request FSPro
  - Create Decision Document
  - Run Stratified Cost Index – SCI

# My Home



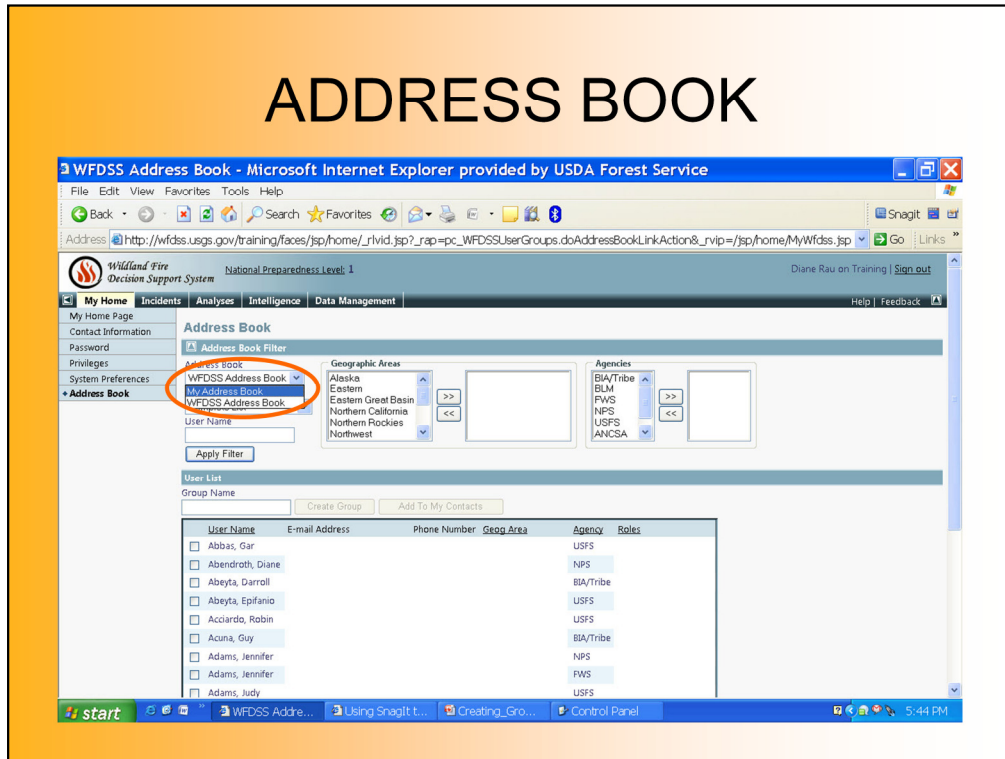
Login into WFDSS and Navigate to MY HOME. Next choose ADDRESS BOOK from the left hand menu.

# ADDRESS BOOK



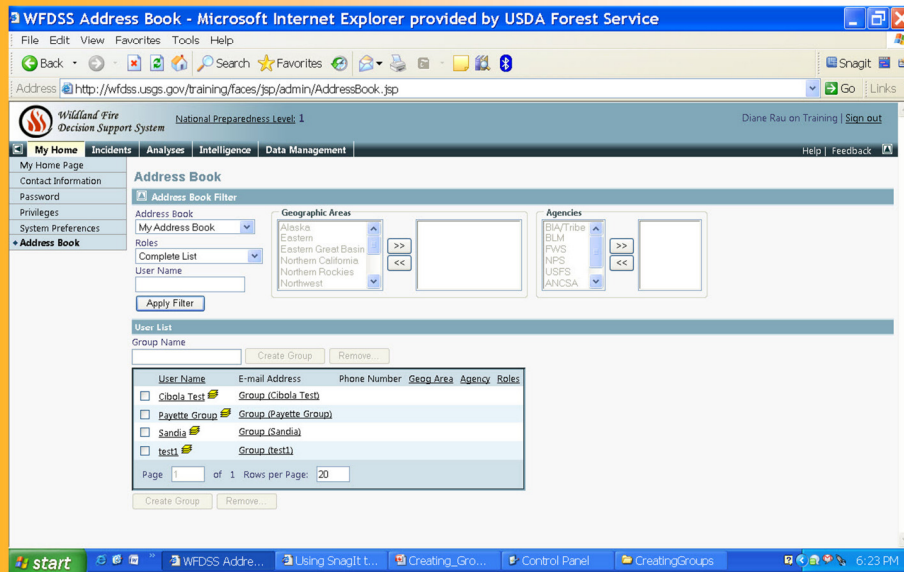
Once the ADDRESS BOOK opens, users will see the WFDSS Address Book. It contains a complete list of all the users in the system, regardless of their role(s).

# ADDRESS BOOK



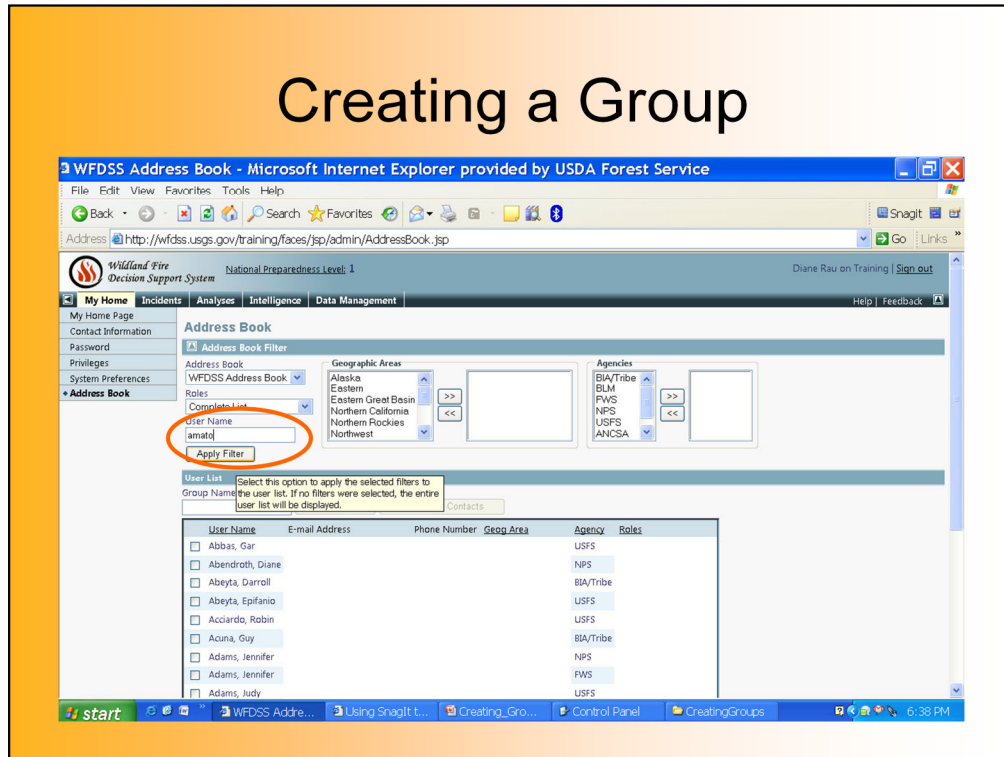
In the upper left, use the drop down arrow to choose My Address Book. This will allow users to view groups they have created.

# ADDRESS BOOK



These are the GROUPS that I have created in MY ADDRESS BOOK.

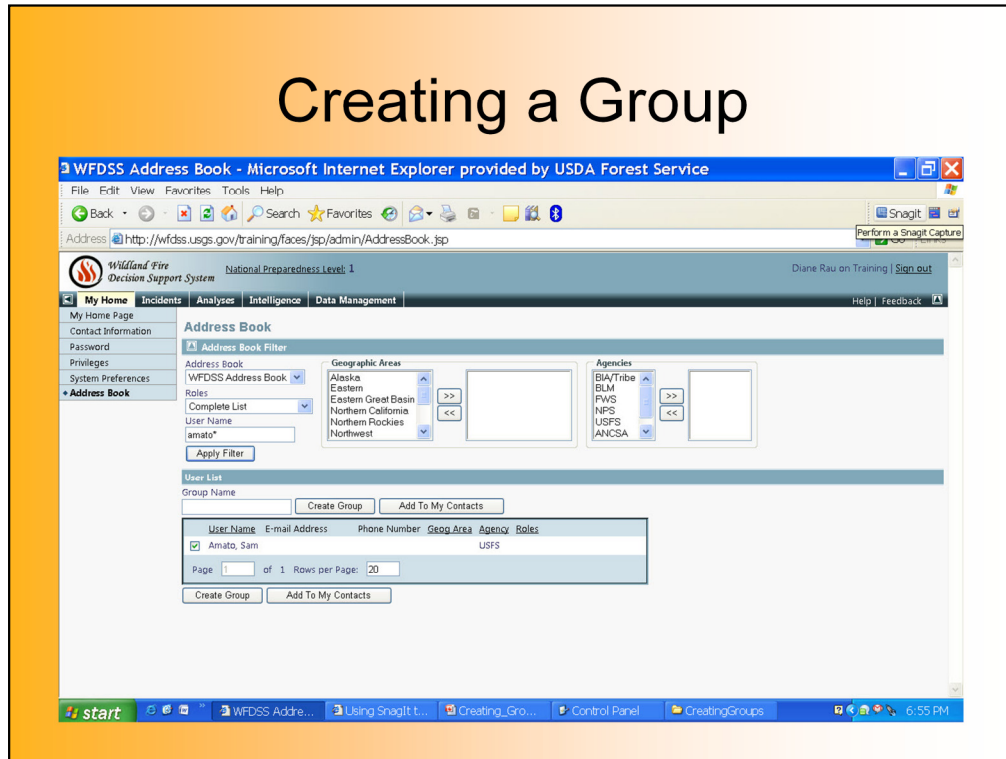
# Creating a Group



Now let's return to the WFDSS Address book. Users can utilize the filters to choose members of the group. Its easiest to select user names from the complete list of users and user roles.

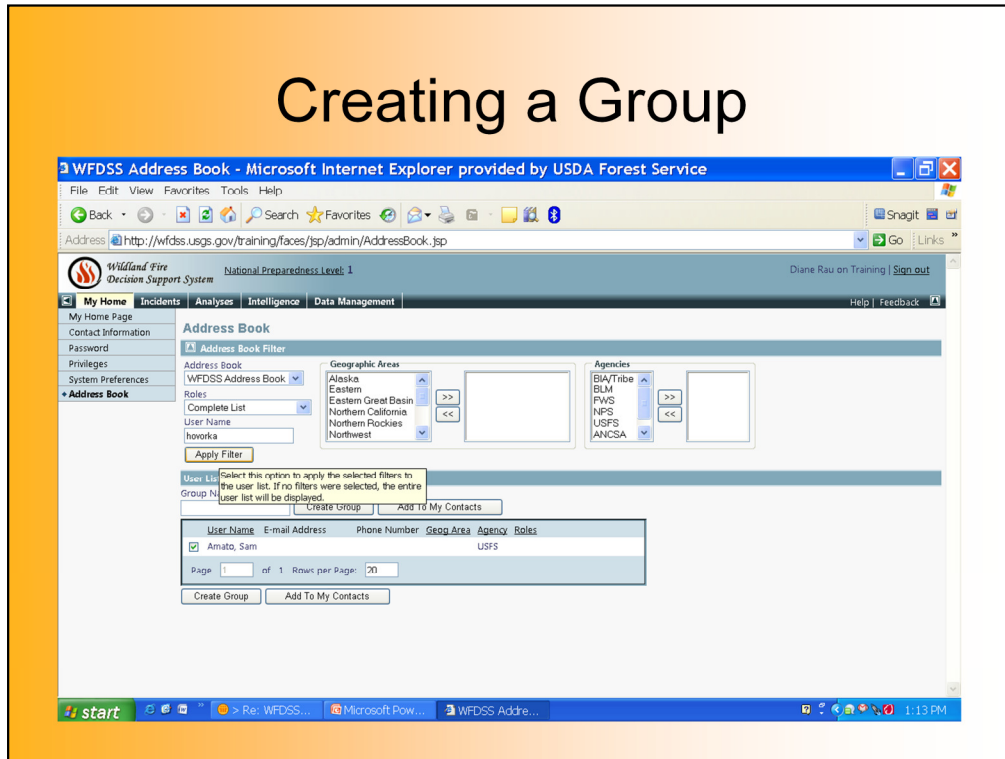
Select Complete List from the Roles drop down list. In the User Name field, type the last name of the person users want to add to the group. Click APPLY. This is the most efficient way to find members.

# Creating a Group



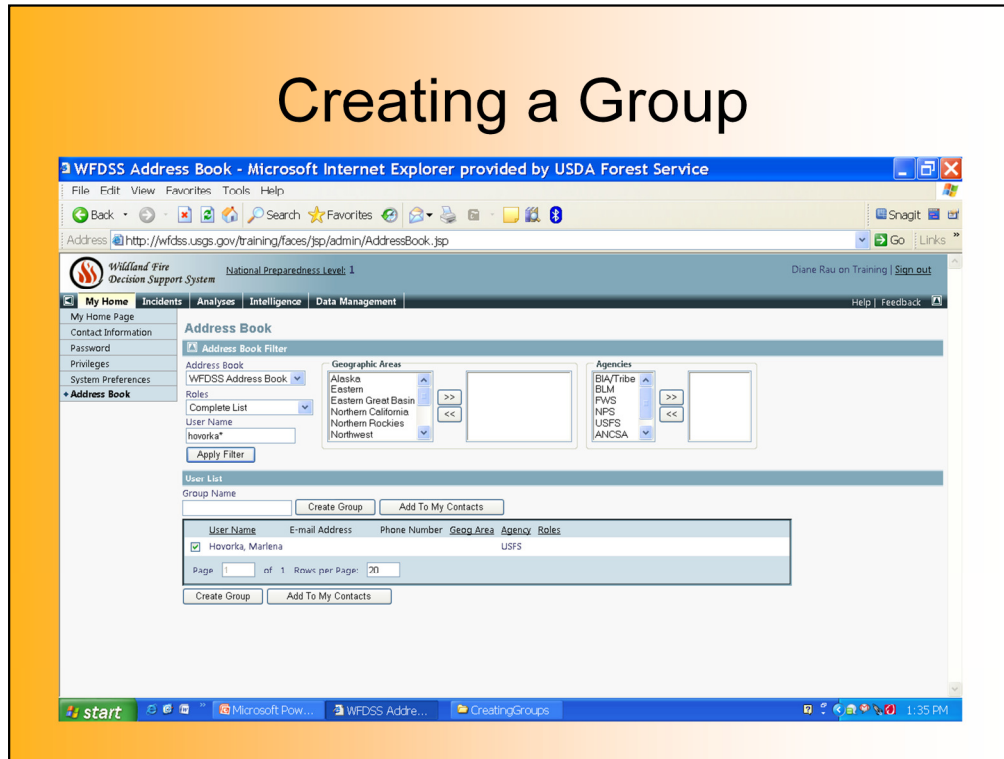
Once the screen fills, check the box next to the members name.

# Creating a Group



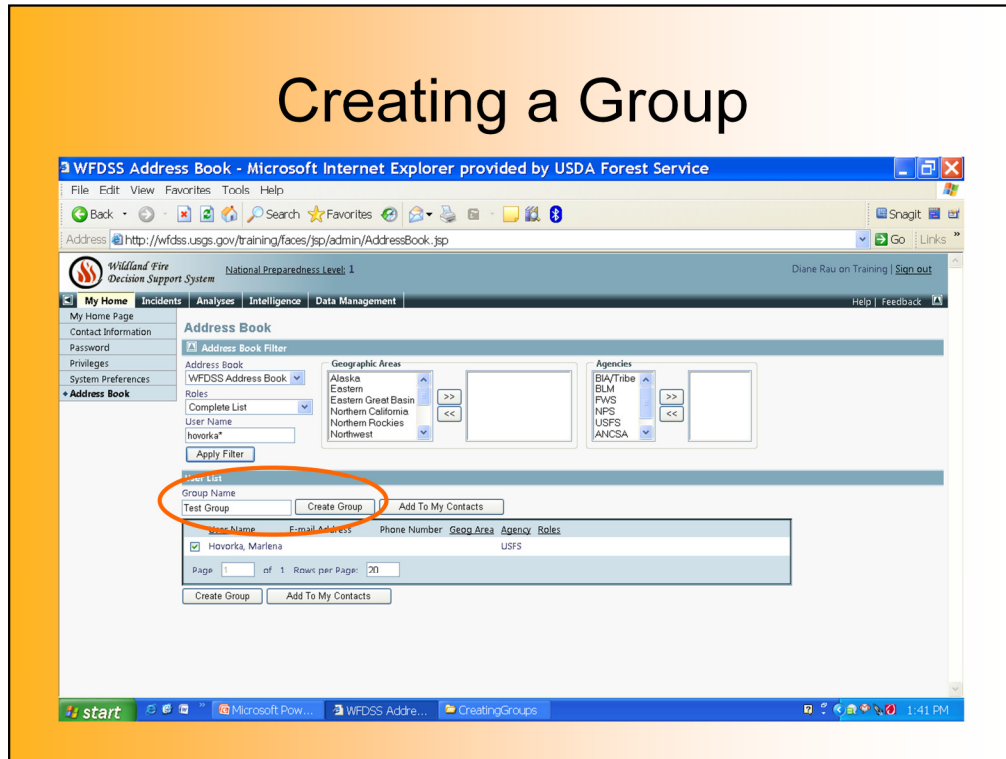
There is no need to refresh the screen to the entire WFDSS Address Book. Simply type in the last name of the next member you wish to add, and click APPLY.

# Creating a Group



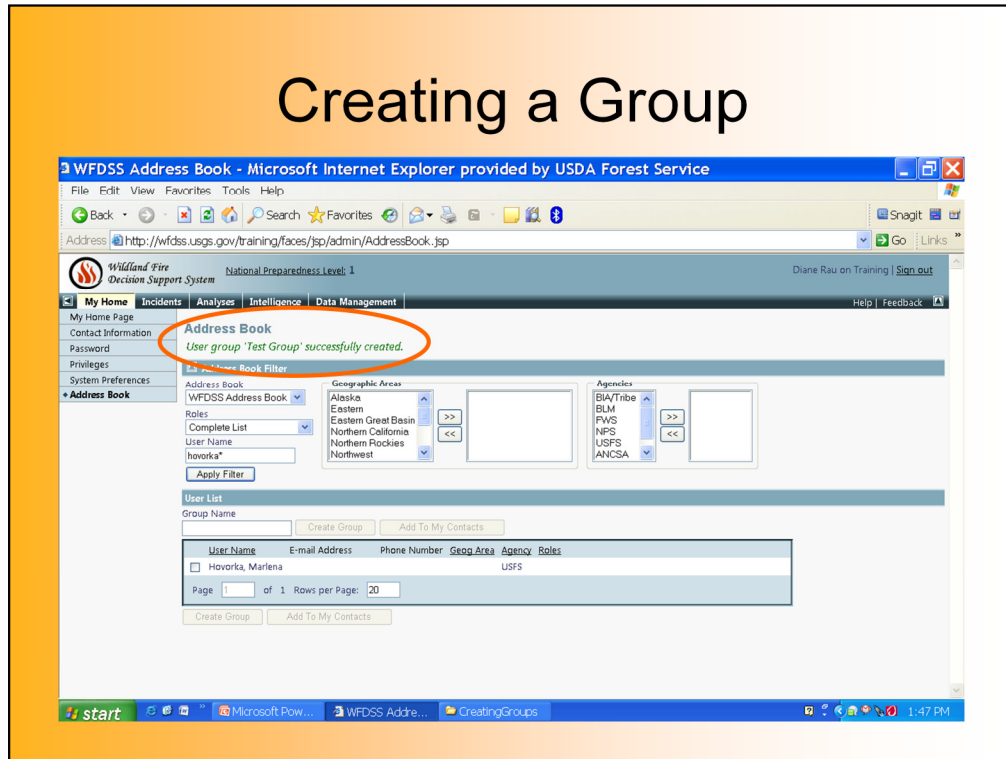
Users with that last name will now be available. Again mark the box next to the next member's name.

# Creating a Group



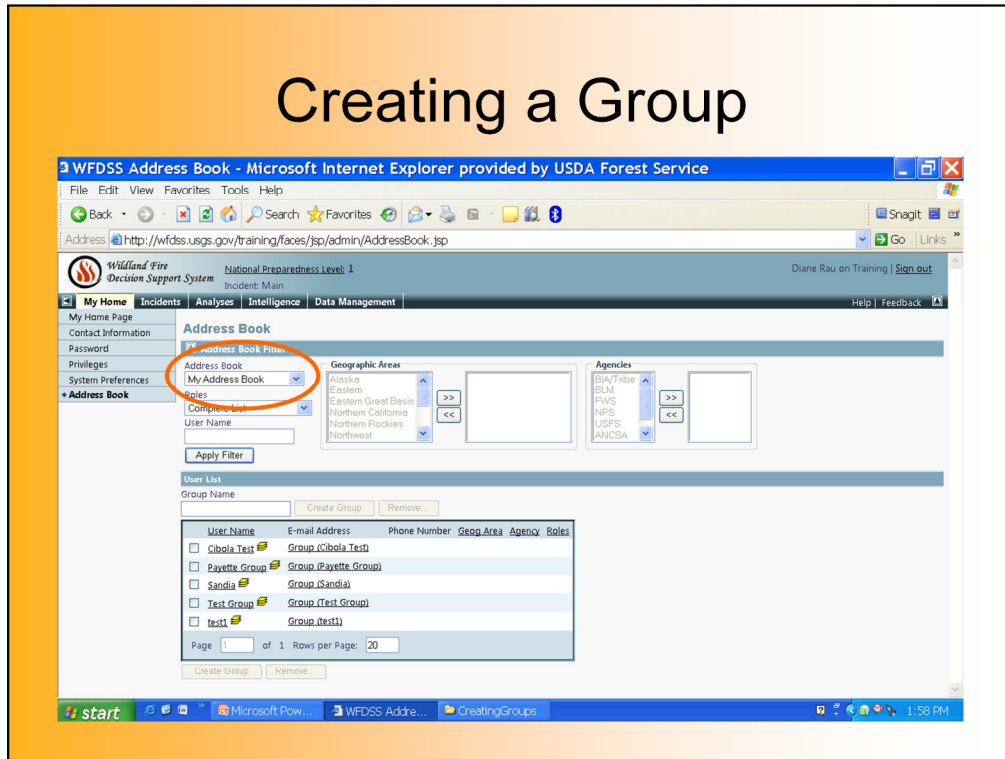
After you have selected all your group members, fill in a Group Name and click **CREATE GROUP**.

# Creating a Group



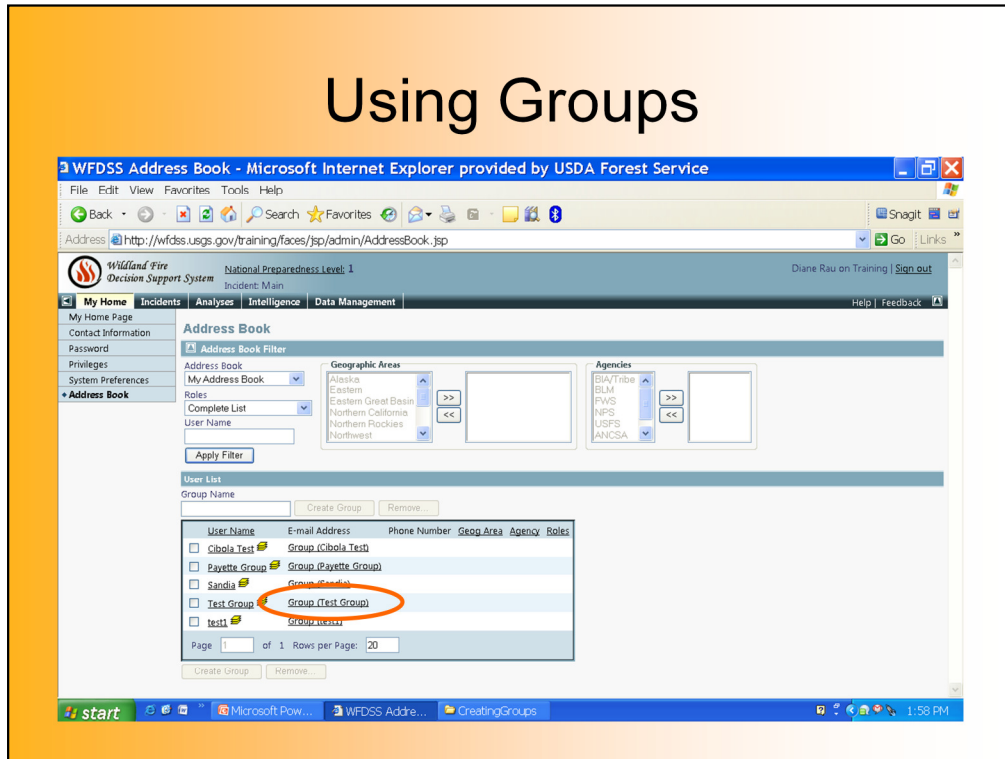
You will see in green letters at the top of the screen that your group was created successfully.

# Creating a Group



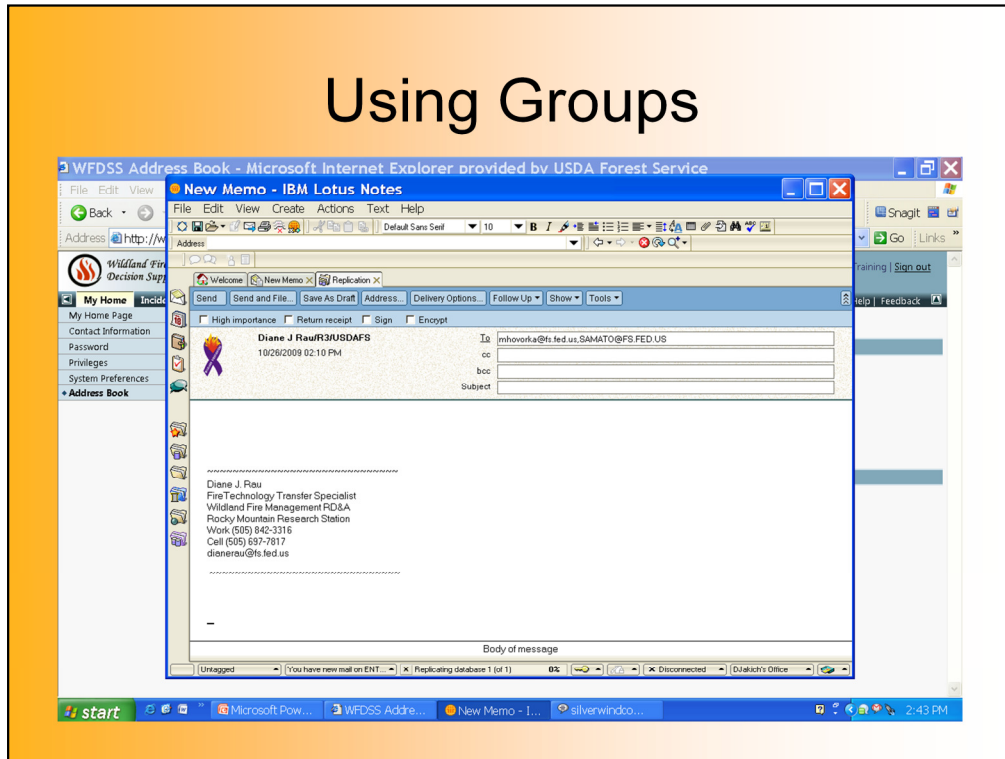
Choose MY ADDRESS BOOK in the drop down box to view your GROUPS.

# Using Groups



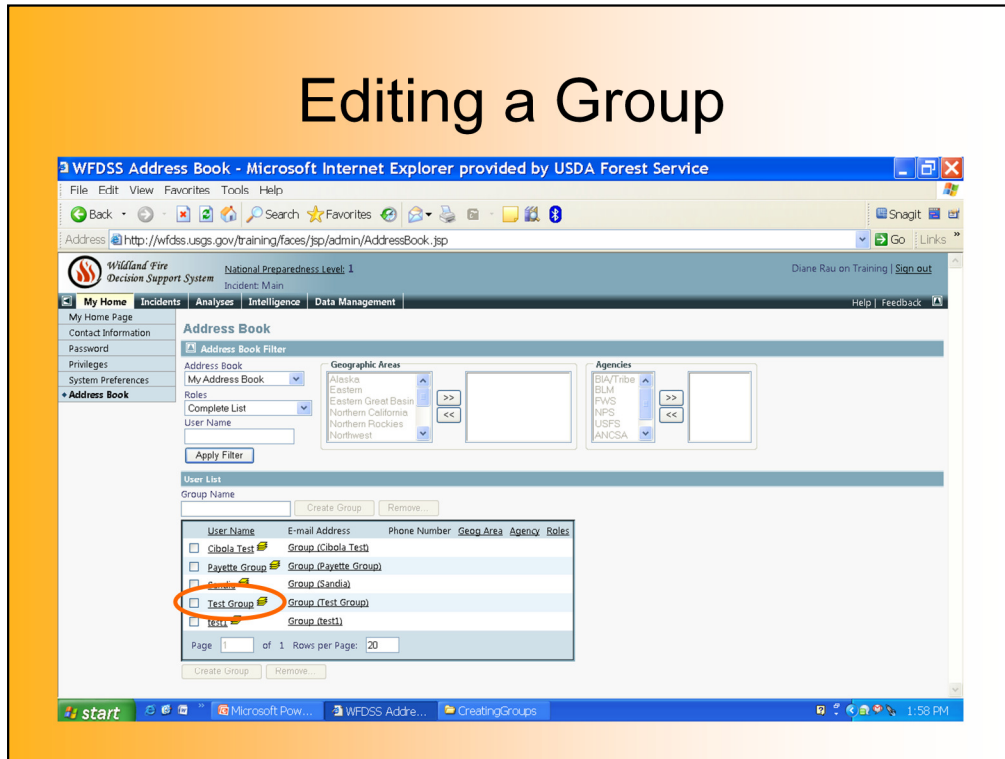
Groups can now be used to send e-mails or transfer ownership of an incident. Click on the E-Mail Address portion of the box.

# Using Groups



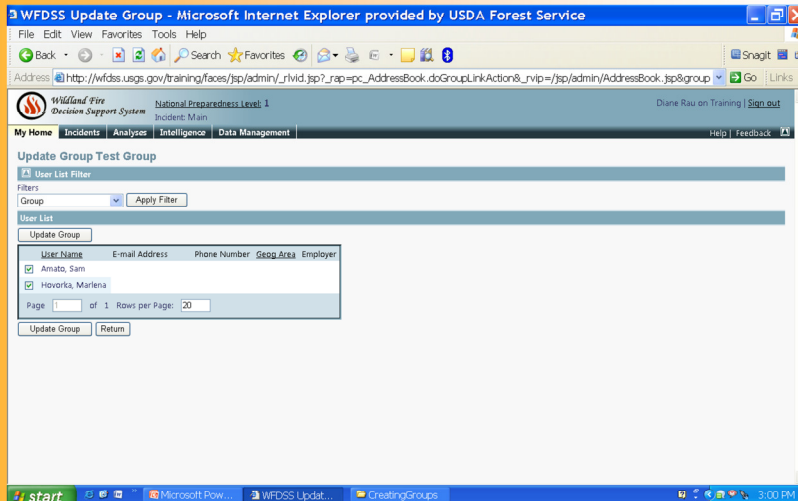
Your Lotus Notes will launch. You will be able to send an e-mail to all members of your group. You can convey messages regarding ownership duties, decision document issues, or fire behavior modeling.

# Editing a Group



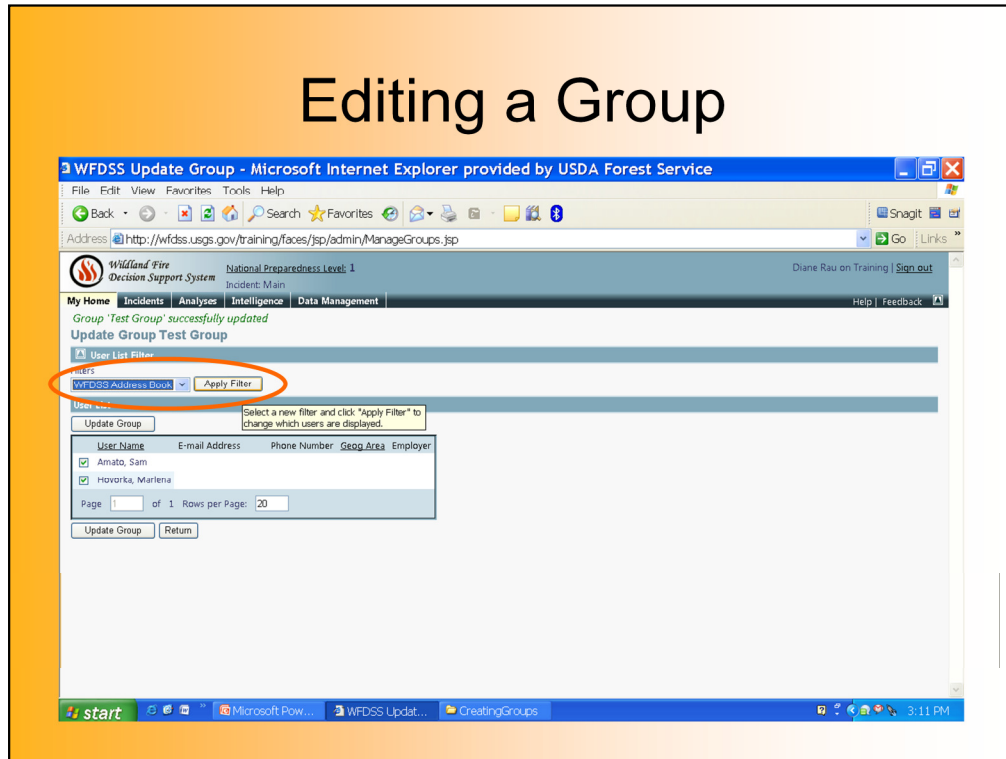
Groups can be edited by clicking on the Group Name.

# Editing a Group



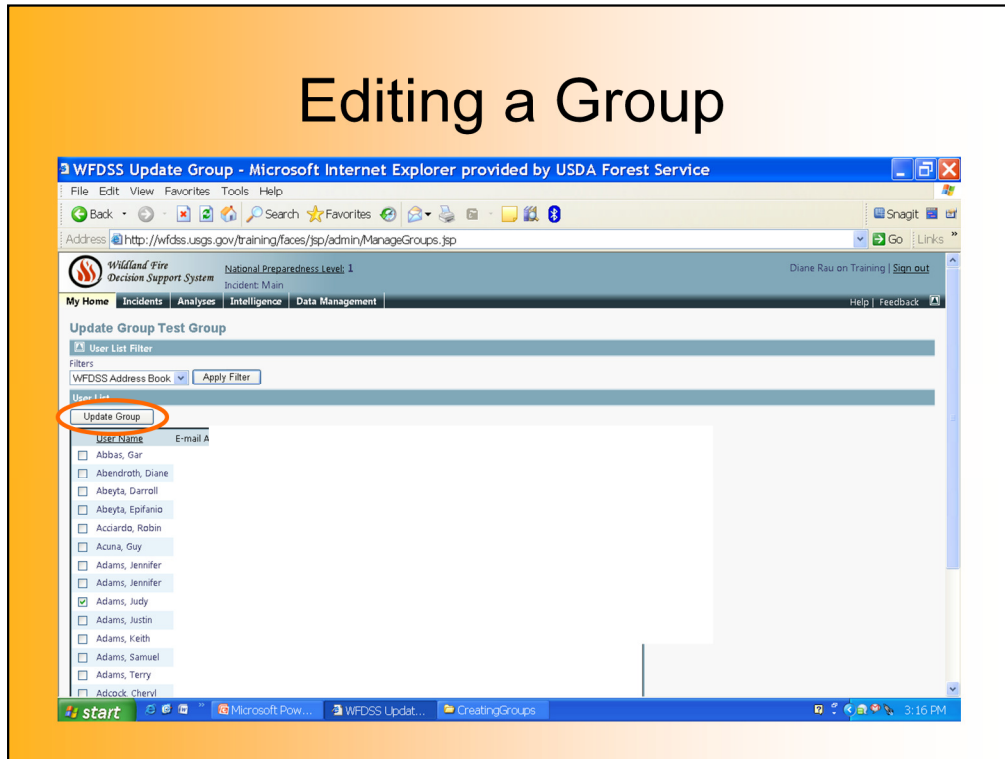
You will be able to view the current Group members.

# Editing a Group



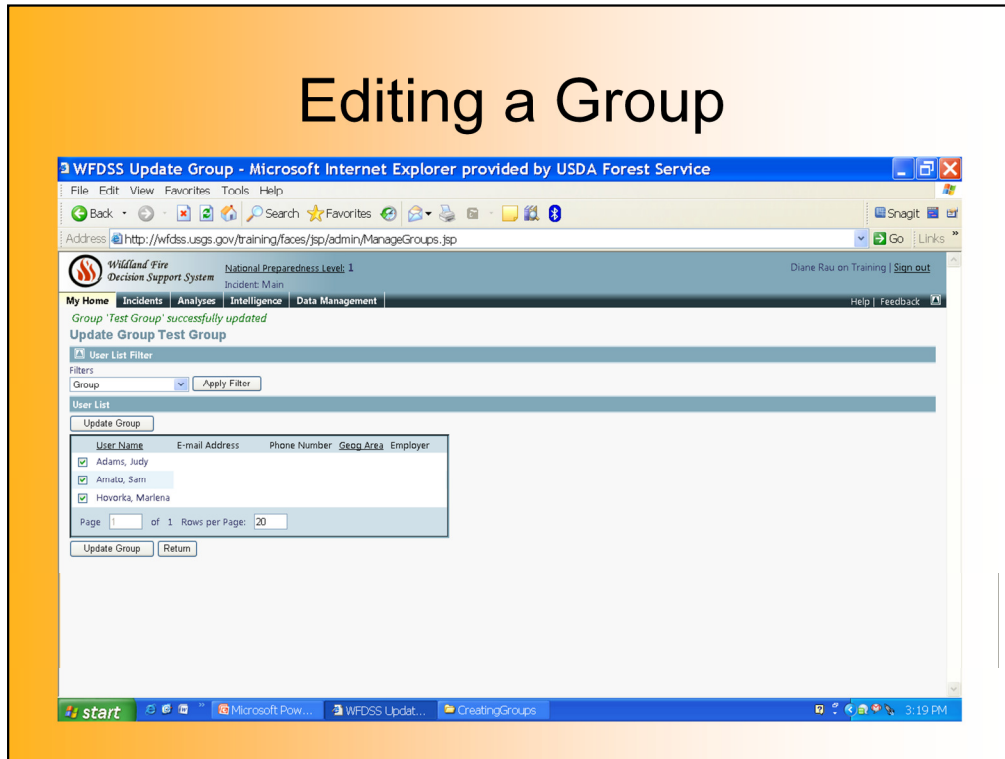
In the drop down box, choose WFDSS Address Book and then APPLY FILTER.

# Editing a Group



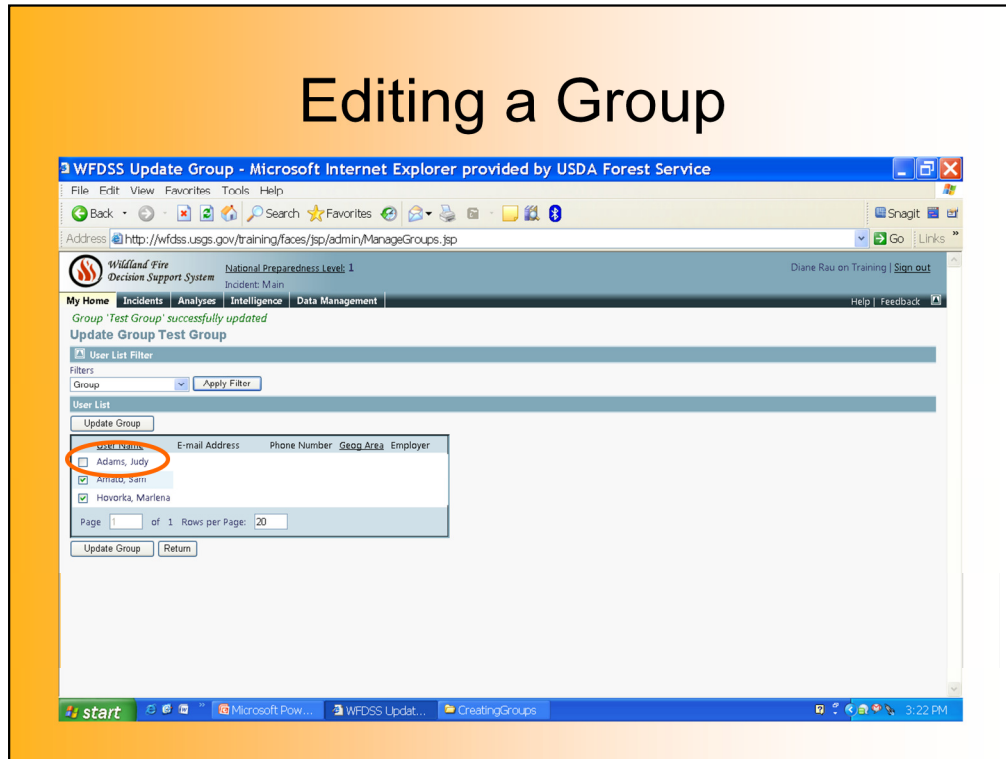
The WFDSS Address Book with all WFDSS Users will appear. You can now scroll through the user list to add additional members to your Group. Once your additional members are marked, click UPDATE GROUP.

# Editing a Group



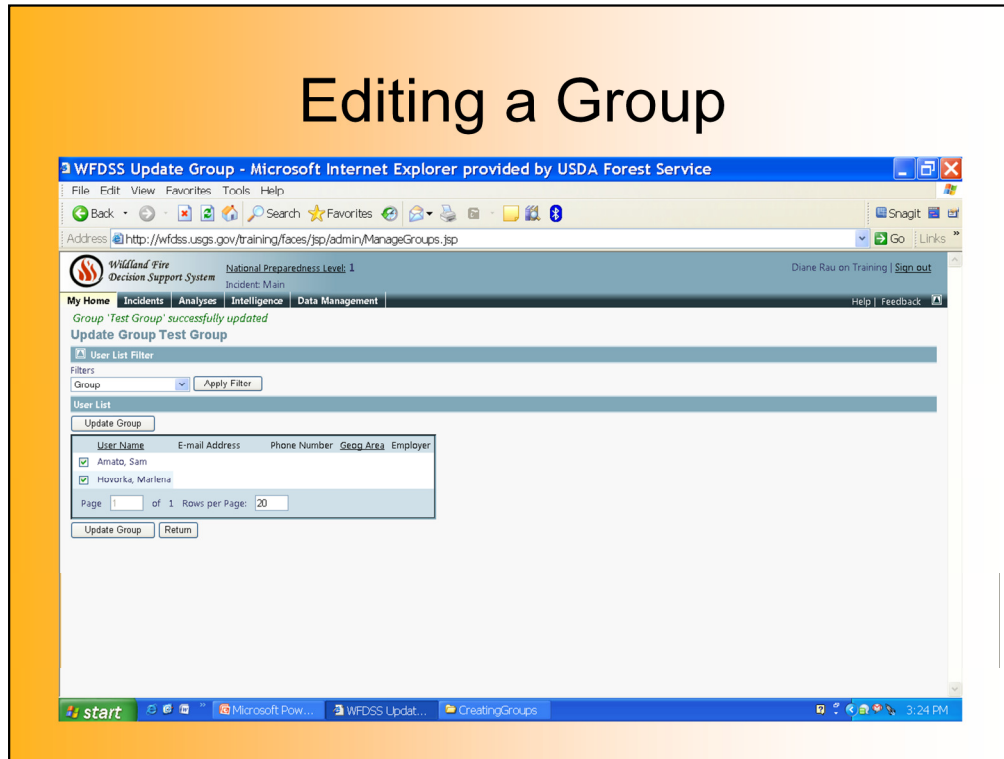
You will see your edits to the Group and a message that your "Group "XXXX" successfully updated".

# Editing a Group



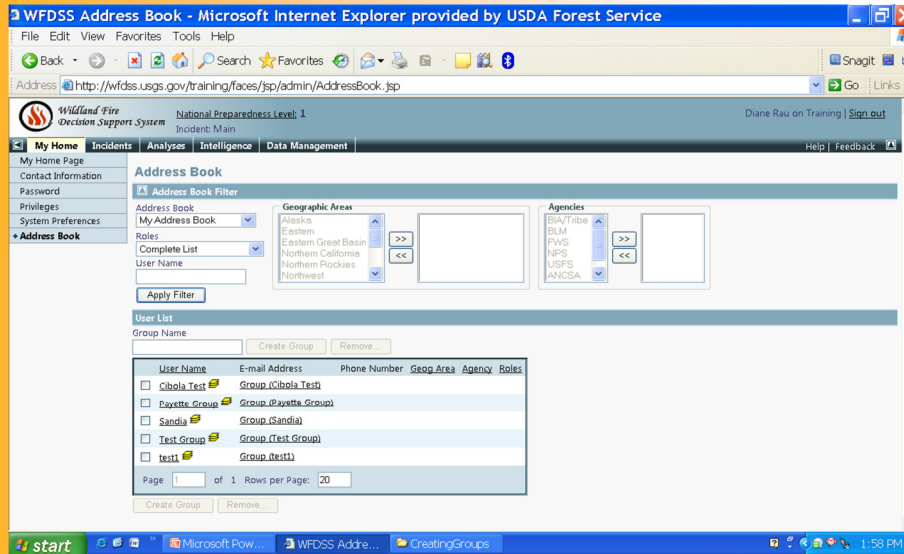
You can also delete a group member. Deselect a group member, click UPDATE GROUP.

# Editing a Group



The member you deselected will then be deleted from the group.

# Covered: Creating and Editing Groups



We have now learned to Create and Edit Groups.

# Using Groups – Transfer Ownership

The screenshot shows the WFDSS Incident List interface in a Microsoft Internet Explorer browser. The page title is "WFDSS Incident List - Microsoft Internet Explorer provided by USDA Forest Service". The address bar shows the URL: <http://wfdss.usgs.gov/training/faces/jsp/assessment/IncidentList.jsp>. The page features a navigation bar with tabs: My Home, Incidents, Analyses, Intelligence, and Data Management. Below the navigation bar, there is a section for "Incident List Filter" with a dropdown menu set to "Rau". A "Define Temporary Filter" button is also present. The main content area displays a table of incidents. The table has columns: Incident Name, Owner Name, Geographic Area, Jurisdiction, Acreage, and Start Date. The "Main" incident is selected, and the "View Information" button is highlighted with a red circle. The table data is as follows:

Incident Name	Owner Name	Geographic Area	Jurisdiction	Acreage	Start Date
Incident73109	Group_Ownership	Southwest	USFS, Other	109.0	07/30/2009
Incident8409	Group_Ownership	Southwest	USFS	136.0	08/03/2009
Incident08262009	Group_Ownership	Southwest	USFS	20.0	08/25/2009
Lane 2 Group1a	Rau, Diane	Southwest	USFS	7000.0	06/29/2008
Main	Rau, Diane	Southwest	USFS	15.0	09/25/2009
Pence_practice	Group_Ownership	Southern California	USFS	25.0	10/26/2009
Profile Peak D.J.R.	Rau, Diane	Eastern Great Basin	USFS	0.1	08/11/2008
Raines	Jalich, Diane	Eastern Great Basin	USFS	30.0	07/06/2007
SpringMt 0828	Group_Ownership	Southwest	USFS	20.0	08/27/2009
Tag	Jalich, Diane	Eastern Great Basin	USFS	5000.0	06/17/2007
test1_D3	Group_Ownership	Southwest	USFS	0.0	06/25/2009
test2_D3_slaughtermesa	Rau, Diane	Southwest	USFS	0.0	06/25/2009
test3	Rau, Diane	Southwest	ISSA	0.0	09/29/2009
Weasel Payette Simulation	Rau, Diane	Eastern Great Basin	USFS, Other	150.0	07/23/2008

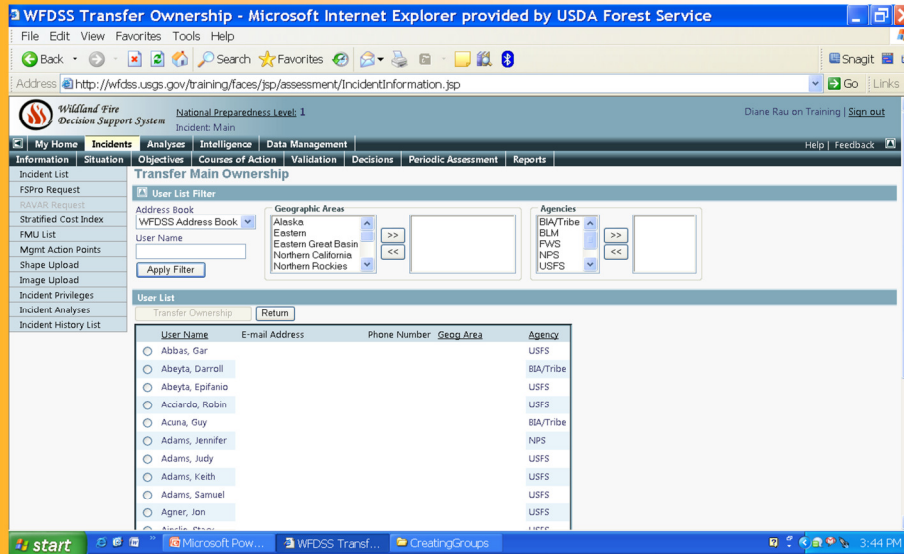
We can transfer incident ownership to a group. If you wish to remain as an owner of an incident, make sure you are included in the group.

To Transfer ownership: Navigate to the Incident you wish to transfer the ownership and then VIEW INFORMATION.

# Using Groups – Transfer Ownership

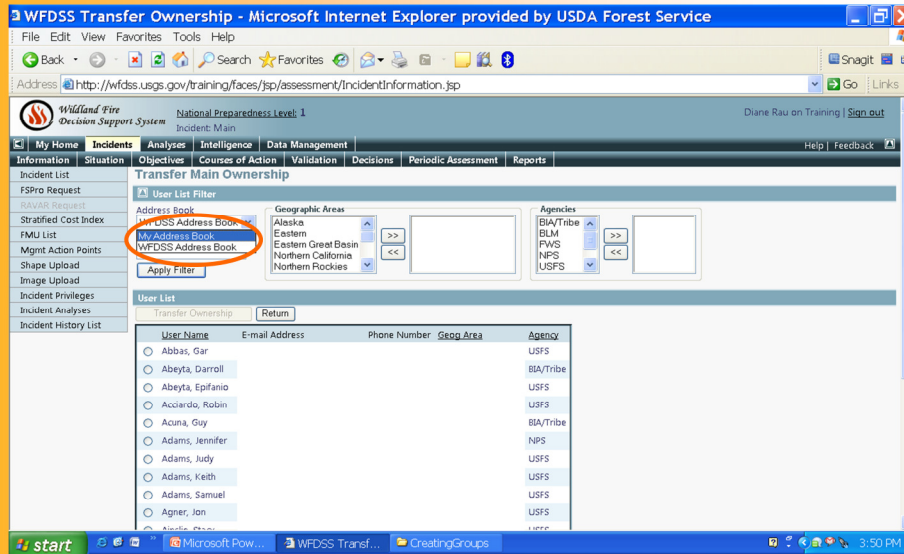
Once on the Incident Information page, choose TRANSFER OWNERSHIP.

# Using Groups – Transfer Ownership



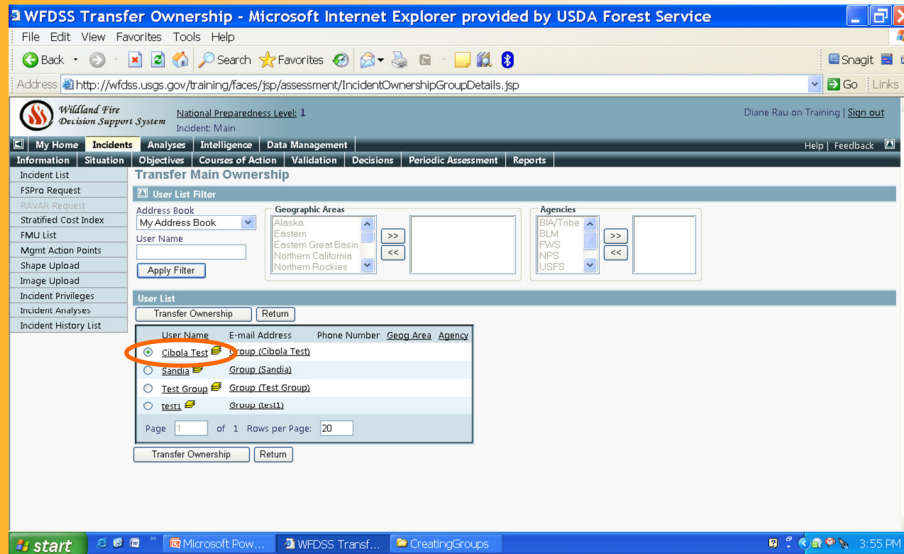
You can transfer ownership to an individual or to a group.

# Using Groups – Transfer Ownership



To view your groups, use the drop down box to choose MY ADDRESS BOOK.

# Using Groups – Transfer Ownership



Choose a group to transfer ownership to. Next, choose TRANSFER OWNERSHIP.

# Using Groups – Transfer Ownership

WFDSS Incident Information - Microsoft Internet Explorer provided by USDA Forest Service

Address: http://wfdss.usgs.gov/training/faces/jsp/assessment/IncidentOwnership.jsp

Wildland Fire Decision Support System

National Preparedness Level: 1

Incident: Main

Group Owner: Rau, Diane Cibola Test

Transfer Ownership...

Incident Name: Southwest

North Latitude: 34 9553 or 34 57 19

West Longitude: 106 3892 or 106 23 21

Unit Name: Cibola National Forest

Incident Size (acres): 15.0

Is this a fire of National Significance? Yes No

Affected Jurisdiction(s): Bureau of Indian Affairs/Tribal, Bureau of Land Management, Fish and Wildlife Service, National Park Service, United States Forest Service, ANCSA Corporations, Other

Landscape Data Source: AK Tanana Zone, AK Yukon-Charley, Alaska - 2009, CA Landscape 991409, LANDFIRE National 972209, LANDFIRE Rapid Refresh, Western Northern Rockies

WFDSS will confirm that your incident transferred successfully.

On the Incident Information page, you will see that you are the Group Owner. You will also see the Group Name. Ownership of the incident can be transferred an unlimited number of times as needed.

## REVIEW

- Created Groups
- Edited Groups
- Utilized groups as owners of incidents